

Confidentiality and Security Acknowledgment Form

All persons who seek access to confidential data supplied by MERI on behalf of the Michigan Department of Education (MDE) or Michigan's Center for Educational Performance and Information (CEPI) must sign this form. Your signature acknowledges that you have read and understand the policies below.

Name: _____ Investigator/Evaluator
 Data Manager/Coordinator

Affiliation: _____

Project Name: _____ Contract/ID #: _____

Email: _____ Phone: _____

1. Policy for data storage
 - a. The location of **all copies** of the data must be carefully tracked.
 - b. The data must be stored where **only** Authorized Researchers may access the data.
 - c. Data files **must** remain secure throughout the duration of data storage. All data in storage and in transit must adhere to a minimum of 128-bit encryption.

2. Policy for data usage
 - a. Data may be accessed **only** by Authorized Researchers.
 - b. Data may **only** be used for the purposes of answering the approved research questions, hypotheses or evaluation/audit activities.
 - c. Data analyses **will** respect the privacy and confidentiality of students, teachers, classrooms, schools, districts, intermediate school districts, colleges/universities and the State of Michigan (hereafter referred to as "concerned parties").
 - d. Public discussions, presentations and reports **may not** include information that would make it possible to identify a concerned party, unless permission has been granted in writing to do so.
 - e. Internal discussions, presentations and reports **will** protect the privacy and confidentiality of all concerned parties if there is a possibility the document may become publicly available.
 - f. Documents identifying concerned parties **must** be marked "confidential—internal use only."
 - g. Authorized Researchers **will** always comply with the Family Educational Rights and Privacy Act (FERPA) provisions applicable to them (<http://www2.ed.gov/policy/gen/reg/ferpa/index.html>).

3. Policy for data disposal and reporting of results
 - a. The data **must** be destroyed in accordance with the date designated for destruction.
 - b. A data destruction certificate **will** be sent to MDE and CEPI by the destruction date.
 - c. To extend the data loan, MDE and CEPI **must** be contacted, in writing, to approve.
 - d. Preliminary or final results **will** be submitted to MDE and CEPI at least 30 days prior to public release.

Signature

Date